

COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE ATTORNEY GENERAL  
REVIEW FORM FOR ATTORNEYS PROVIDING LEGAL SERVICES



All Commonwealth Departments are required to obtain prior written review by the Office of the Attorney General (OAG) for any legal services performed for the Department under a contract. The OAG review of legal services contracts is limited to determining that any attorney/firm hired by a Department is a member of the Massachusetts Bar (or out of state bar) in good standing, has no apparent conflicts of interests, and if providing litigation services, will appear in court on behalf of the Commonwealth only after his/her appointment as a Special Assistant Attorney General (SAAG) by the OAG. This form must be completed and mailed (with required attachments) to the OAG for any new legal services contract, and for any significant amendment to the scope of services under an existing contract, PRIOR to the start of performance or change in performance.

Department Name:	
Department Contact Person:	
Department Mailing Address:	
Department Contact Person Email:	
Department Contact Person Telephone:	
Department Contact Person Fax:	
Full Legal Name of Law Firm being Hired:	
Legal Business Address of Law Firm:	
Full Legal Name(s) of all Attorney(s) assigned to perform legal services:	

**PLEASE ATTACH COPIES OF THE FOLLOWING DOCUMENTS. The OAG review can not be completed without these documents. These copies will NOT be returned. Unless otherwise requested by the Department, confirmation of OAG review on this form (w/o attachments) will be faxed to the Department.**

- A detailed **Scope of Services** outlining the specific legal services (H09 and N03 object codes) that will be performed by the attorney or firm. If the services are being procured using a Request for Response (RFR) include only the relevant portions identifying the services, not the entire RFR. The scope of services must also identify whether or not the attorney/firm plans to represent the Department/Commonwealth in court (either in Massachusetts or in another jurisdiction). If litigation services are to be provided, each attorney representing the Commonwealth must be approved as a SAAG by the OAG **PRIOR** to beginning any services.
- A copy/printout of the Board of Bar Overseers record of good standing **for each attorney** listed above who will be assigned to perform services, or who are identified as “key personnel” under the Contract. Link to the following Internet site: <http://db.state.ma.us/obcbbo/bboreg/lookup.asp>. Locate each attorney assigned to perform contract services and print out the “Attorney Status Report” for each attorney. Similar documentation of licensure and good standing must be provided for any out-of-state attorney. Departments must annually verify that any attorney(s) assigned to the contract remains in good standing for the duration of the contract.
- Executive Departments must attach a [Consultant Contractor Mandatory Submission Form](#) completed by the Contractor with all required attachments. (Pursuant to [G.L. c. 29, s. 29A](#) and [G.L. c. 7A, s. 6](#)); Non-Executive Departments must attach a statement of financial interest from the attorney(s) pursuant to [G.L. c. 7A, s. 6](#) and may use the [Consultant Contractor Mandatory Submission Form](#) or other appropriate format.)

**IRRESPECTIVE OF CONTRACT EXECUTION DATES OR OTHER CONTRACT APPROVALS,  
LEGAL SERVICES MAY NOT BEGIN UNTIL OAG REVIEW IS COMPLETED.**

Review of the attorneys listed above has been completed by the Office of the Attorney General:

<hr style="border: none; border-top: 1px solid black;"/> Office of the Attorney General Reviewer Signature	Date: <hr style="border: none; border-top: 1px solid black;"/>
<hr style="border: none; border-top: 1px solid black;"/> Print Reviewer Name	<hr style="border: none; border-top: 1px solid black;"/> Print Reviewer Title

**Mail this form and attachments (DO NOT FAX) to: Office of the Attorney General, Attn: Office of the First Assistant, One Ashburton Place, 20<sup>th</sup> Floor, Boston, Massachusetts 02108**